



Please complete the form below and read the policy regarding acceptance of trophies to be displayed at a Town of Troutman facility as stated in Town Policy.

The Town of Troutman accepts trophies on behalf of sports teams under the following conditions:

- 1) Trophies offered to the town must be from teams based in Troutman and the team must be comprised of members representing more than one school.
- 2) The Town will accept trophies and display them in the lobby of Town Hall or other public buildings to the extent that there is available space to do so.
- 3) The Town reserves the right to retire trophies, herein defined as move, remove, store and dispose of, without notification to the team represented by the trophy except that the Town will attempt to contact individuals whose names and contact information are on file and associated with a trophy to be retired.

PLEASE PRINT

Name of group/school: _____

Contact person: _____ Ph.: _____

Contact email: _____

Reason/purpose of trophy: _____

Representative Signature

Date

Office Use Only Below This Line

Received by: _____ Date: _____

Description of trophy: _____

Approved to be displayed: ☐ Yes ☐ No Approved by: _____

Date Displayed: _____

Removal/Storage/Retirement of trophy

Date Retired: _____

Storage location: _____

Rep. contacted: _____ via Ph. and/or email. (Circle one)

Representative Signature at pick-up

Date

Town of Troutman

400 North Eastway Drive ■ Post Office Box 26 ■ Troutman North Carolina 28166
Phone: 704.528.7600 ■ www.townoftroutman.org ■ Fax: 704.528.7605